



DEPARTMENT OF DEFENSE
Civilian Personnel Management Service
Civilian Assistance & Re-Employment (CARE) Division
620 Peacekeeper Way, Suite 7, Robins AFB GA 31098-1869

February 29, 2008

MEMORANDUM FOR Army Component Coordinator, Office of the Deputy
Chief of Staff, G-1, 2461 Eisenhower Avenue,
Alexandria VA 22332-0300


SUBJECT: Request for Priority Placement Program (PPP) Exception – Training and
Doctrine Command (TRADOC) Centers of Excellence

This approves the request from the Army Training and Doctrine Command (TRADOC) to fill positions in four newly established Centers of Excellence (COE) as an exception to the PPP. This exception, which was previously granted to the Military Traffic Management Command (MTMC) and the Surface Deployment and Distribution Command (SDDC), is subject to the following conditions:

- a. Volunteers who accept COE job offers forfeit eligibility for PPP registration, VSIP, and VERA, even if they subsequently decline relocation and are scheduled for involuntary separation.
- b. Volunteers who decline COE job offers forfeit eligibility for early PPP registration, VSIP, and VERA. Upon receipt of specific separation notices, those who are entitled to severance pay must be registered in the PPP throughout their local commuting areas under mandatory registration procedures, provided they are otherwise eligible for PPP registration. They will not be eligible to expand their area of referral outside the commuting area.
- c. PPP, VSIP, and VERA eligibility for employees who do not volunteer for COE positions will be determined in accordance with standard procedures.
- d. This exception only applies when employees are being placed at the same or equivalent grade or pay band, and without any increase in promotion potential. All other actions are subject to normal PPP requirements and the positions must be cleared using the actual location of the COE as the duty station.
- e. This exception automatically expires for each realigning organization on the effective dates of the respective reductions in force.

The TRADOC request did not mention a requirement for COE selectees to sign relocation agreements, even though this was a condition of employment in both the

MTMC and SDDC reorganizations. Please understand that the absence of such agreements does not alter the above conditions or preserve PPP, VSIP, or VERA eligibility for volunteers who receive COE job offers.



STEVEN R. WOOLEY
Deputy Chief
CARE Division

Attachment:
TRADOC Request

cc:
Chief, CARE Division
CARE Program Coordinator



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
2461 EISENHOWER AVENUE
ALEXANDRIA, VA 22332-0300

DAPE-CPD-EP

MEMORANDUM FOR Director, Department of Defense Civilian Personnel Management Service, Civilian Assistance and Reemployment Division

SUBJECT: Request for Exception to the Priority Placement Program (PPP) Position Matches for Civilian Positions for Base Realignment and Closure (BRAC) Realignment of TRADOC Centers of Excellence (COE)

1. The BRAC 2005 decision will realign TRADOC Centers and Schools into four (4) COEs. The COEs will be located at Fort Benning, Georgia, Fort Lee, Virginia, Fort Sill, Oklahoma, and Fort Knox, Kentucky. The establishment of the COEs will require 2,475 civilian positions to be abolished at several TRADOC installations throughout the United States.
2. Request your approval as an exception to the provisions of the Department of Defense PPP to fill the positions at the COEs with impacted TRADOC employees. TRADOC will utilize the Department of the Army approved Realignment Volunteer Process (VP) (Encl) to fill positions at the new COEs from employees at the gaining and losing installations. The VP will be utilized consistently among all affected TRADOC Centers and Schools. All employees will be provided an opportunity to volunteer and are guaranteed a COE position at their same grade/pay band or equivalent level.
3. We favorably endorse this request and believe that this will benefit the PPP and will enable TRADOC to proceed with its realignment mission.

Encls
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JOANNA M. BRYAN
Army Component Coordinator



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATBO-C

20 February 2008

MEMORANDUM THRU Office of Assistant G-1 for Civilian Personnel,
Programs and Policy Development Division, DAPE-CP-PPDD, 200
Stovall Street, Alexandria, VA 22332-0340

MEMORANDUM FOR Director of Operations, Department of Defense
Civilian Personnel Management Service, Civilian Assistance and
RE-Employment (CARE) Division, CARE Office East 320 2nd Street,
Suite 120, Robins AFB, GA 31098-1638

Subject: Request for Exception to the Priority Placement Program
(PPP) for Base Realignment and Closure (BRAC) Realignment of
TRADOC Centers of Excellence (COE)

1. The BRAC 2005 decision will realign TRADOC Centers and
Schools into COE. The following COEs will involve realigning
civilians:

a. The Maneuver COE, located at Fort Benning, Georgia will
be established by realigning the Armor Center and School, and
Armor 1st Brigade located at Fort Knox, Kentucky and the Infantry
Center and School, and Ranger Training Brigade located at Fort
Benning Georgia.

b. The Sustainment COE, located at Fort Lee, Virginia will
be established by realigning the Transportation Center and
School, located at Fort Eustis, VA; Ordnance Center & School,
located at Aberdeen Proving Ground, Maryland; Ordnance Munitions
& Electronics Maintenance School located at Redstone Arsenal,
Alabama; and Combined Arms Support Command, Army Logistics
Management College & Quartermaster School, located at Fort Lee,
Virginia.

c. The Fires COE at Fort Sill, Oklahoma will be established
by realigning the Field Artillery School & Center, Fort Sill,
Oklahoma and Air Defense Artillery School and Center, Fort Bliss,
Texas.

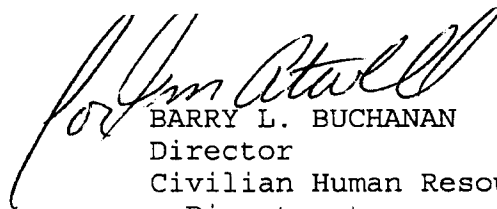
d. The Human Resources COE at Fort Knox, Kentucky, will be
partially established by realigning the HQ Accessions Command and
HQ Cadet Command located at Fort Monroe, Virginia.

ATBO-C

Subject: Request for Exception to the Priority Placement Program
(PPP) for Base Realignment and Closure Realignment of TRADOC
Centers of Excellence

2. Request your approval as an exception to the provisions of the Department of Defense PPP to fill the positions at the COEs with impacted TRADOC employees. TRADOC will utilize the Department of Army approved Realignment Volunteer Process (VP) (Encl), to fill positions at the new COEs from employees at the gaining and losing sites. A total of 2475 positions will be abolished to form the COEs. The VP will be utilized consistently among all affected TRADOC centers and schools. All employees will be provided an opportunity to volunteer and are guaranteed a COE position at their same grade or equivalent level

Encl


BARRY L. BUCHANAN
Director
Civilian Human Resources
Directorate

TRADOC Realignment Guidance & Procedures For BRAC Centers of Excellence

The Volunteer Process may be used only when there are enough placement opportunities at the same grades or equivalent levels at the gaining activity to place all volunteers. All TRADOC BRAC Centers of Excellence (COE) positions will initially be filled with volunteers. Each current permanent employee in affected centers, schools or activities forming a COE will be simultaneously offered one opportunity to volunteer to realign to the new COE organization.

- a. To be considered for placement into the COE under this process, each employee must respond to a formal Survey of Interest (SOI) within the specified timelines. This includes employees currently assigned to one of the affected organizations who are on mobility agreements. This allows these employees maximum placement consideration, should his or her current position not result in a direct match, and an opportunity exists to list multiple positions.
- b. Each participating employee must initially volunteer for his or her current permanent position title series and grade or equivalent level. Thereafter, each employee may prioritize unlimited position choices based on TDA paragraph/line number at current permanent grade or equivalent level. If a volunteer does not match or is not selected for a position listed on the SOI, they are still guaranteed and will receive a specific written job offer at their current permanent grade or equivalent level, or if under NSPS, the equivalent GS grade level as indicated on the job description for positions determined to be qualified. During the volunteer process, the anticipated movement date for each position will be identified (i.e. month/year). The date the employee will realign will be provided when the employee receives the placement/ realignment offer or Permanent Change in Station orders.
- c. Each participating employee must submit a copy of his or her most recent Notification of Personnel Action (NOA) - SF-50 with the SOI.
- d. Each volunteering employee must also provide an up to date resume with his or her SOI. To ensure equitable treatment, once employees submit the SOI and resume, no additional/updated resumes will be accepted.
- e. Prior to release of the SOI, the gaining and losing Civilian Personnel Advisory Centers (CPACs), will determine jointly how they will receive the SOI, employee resume, and most recent NOA, i.e. hard copy, scanned electronic, email with attachments.
- f. To be fully qualified, volunteers must meet OPM or DOD Qualification Standards without more than indoctrination in the new organization, and special requirements/conditions of employment. Civilian Human Resources representatives from the gaining and losing CPACs, and subject matter experts (SME), as needed will

determine qualifications. Employee resumes must clearly document that he/she is fully qualified to perform the duties of the position.

(1) There will be current positions from the affected centers, schools or activities forming the COE that will continue to exist within the COE. Such positions will be designated as Direct Matches. A Direct Match is, "A position in the new COE organization that is the same grade or equivalent level, with essentially the same duties and skill requirements as an individual currently employed in one of the organizations being realigned." Direct Match determinations will be made by review of TDAs, and comparison of the old and new position descriptions.

(2) A volunteer who is the only Direct Match for a COE position will be offered that position.

(3) Where there are multiple Direct Matches for a single COE position, the volunteer with the greatest service computation date for leave will be offered the position.

(4) Where there are no Direct Matches but multiple volunteers for a COE position, a panel comprised of management officials as determined by the representative schools and centers with Human Resources (HR) representative assistance will determine which volunteer will be offered the position based on documented job related selection criteria.

NOTE: When there are no direct matches, every effort will be made to offer positions that employees list as their preferences. However, this may not always be possible. In these situations, an employee will be offered an equivalent position for which they are determined to be fully qualified.

g. Upon acceptance of a specific written job offer, volunteers will be placed in a separate competitive area to protect them from future BRAC reduction in force (RIF) actions.

h. Any employee who does not volunteer to realign to the COE, will remain in their permanent position unless otherwise placed. Once the position becomes excess he or she will be subject to RIF procedures.

i. Any employee who volunteers to realign to the COE, who declines a specific job offer will remain in their permanent position unless otherwise placed. Once the position becomes excess he or she will be subject to RIF procedures.

j. Any employee who volunteers to realign to the COE and accepts a specific written job offer, then subsequently declines will be subject to separation under adverse action procedures.

k. All volunteering employees will be realigned to the COE by management directed reassignment.

l. Throughout the realignment process, management continues to have the ability to assign employees within the current organization as needed.

m. When applicable and eligible, employees may register for consideration through the TRADOC Mandatory Surplus Placement Program. Consideration is limited to TRADOC organizations on the installation. .

2. Employees who 1) do not volunteer, 2) who are not placed in the COE or in another organization 3) have not voluntarily separated 4) have not declined a management directed reassignment or 5) have not declined an in lieu of RIF offer, will compete in RIF. VSIP must be offered prior to initiating RIF procedures.

3. Acceptance of a volunteer offer does not adversely affect an employee's competitive placement opportunities. Remaining COE positions will be filled through normal recruitment procedures. The minimum area of consideration will include affected centers, schools or activities forming the COE.